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STATE OF INDIANA  
EXECUTIVE DEPARTMENT  
INDIANAPOLIS

**EXECUTIVE ORDER: 22-10**

**FOR: ENABLING NEXT LEVEL GOVERNMENT SERVICE BY IMPROVING THE STATE EMPLOYEE EXPERIENCE**

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS:

**WHEREAS**, employees are the lifeblood of any organization, and state government is no different;

**WHEREAS**, in today's competitive environment, attracting and retaining employees is absolutely critical to the proper functioning of state government, including, but not limited to, its delivery of services to the people of Indiana;

**WHEREAS**, enhancing the "employee experience" in state government has never been more important, especially as the socio-economic dynamics of this decade continue to challenge us in new ways;

**WHEREAS**, in light of the foregoing, I directed our State Personnel Department (SPD) to conduct a comprehensive evaluation of our current policies, programs, and benefits for state employees, and to identify new and improved ways to provide our employees with a more rewarding and fulfilling experience, while also being cognizant of our fiscal responsibility to Hoosier taxpayers;

**WHEREAS**, SPD has engaged in an extensive process of study and listening to feedback from agency leaders and employees across state government, from which SPD, working in cooperation with the State Budget Agency, has developed recommendations for a variety of beneficial changes in three key areas generally described as employee engagement and well-being, competitive compensation, and flexible work arrangements;

**WHEREAS**, within each of these three key areas are important new policies, programs, and benefits, that include, for example, the following:

- (1) State agencies will have greater flexibility in connection with employee schedules, and generally may permit up to 15 hours per week of remote work for those employees whose work can appropriately be performed outside of state facilities;
- (2) Education reimbursement, which allows full-time state employees to be reimbursed up to \$5,250 annually for the cost of an advanced degree, state licensure, approved course, GED, or certificate;
- (3) Referral bonuses ranging from \$100-\$500, for current employees who recruit talented people to public service with the State of Indiana;
- (4) WHOLE Employee policy, which allows state agencies greater flexibility to conduct employee engagement, wellness, learning, and development-related activities;
- (5) Increasing the number of paid time-off hours that full-time employees may spend annually performing charitable service, to 15 hours;
- (6) Granting new employees up to 22.5 hours of personal leave that they may use during their first six months of employment consistent with the State's standardized leave policies;
- (7) Re-employing retired state employees by creating a special classification that allows them to return, thereby enhancing both the knowledge and degree of experience existing within state agencies;
- (8) Bridge to Retirement Program, whereby state agencies may hire a new employee to begin training with a current employee who has established a retirement date, in order to foster a transfer of knowledge and smooth transition; and
- (9) Re-establishing the Governor's Service Achievement Awards Program as well as a standardized Spot Bonus Program to recognize and reward employees who provide exceptional service;

**WHEREAS**, SPD will also be: (a) completing a comprehensive compensation study in the near future; (b) conducting a dependent care support survey, with the objective of identifying how best to address employee needs in that regard; and (c) making recommendations on compensation and dependent care;

**WHEREAS**, I have approved these new policies, programs, and benefits, which will be implemented in phases commencing as of March 7, 2022;

**WHEREAS**, we shall remain committed to providing our employees – who we greatly value and appreciate – with a workplace where they can collaborate to find the best solutions to our challenges, where their contributions are properly recognized and celebrated, where their wellness is a priority, and where they are well compensated and provided with workplace flexibility; and

**WHEREAS**, several of the above-referenced changes require action via executive order to be implemented going forward, with those being the changes to personal leave time and community service hours;

**NOW, THEREFORE, I, Eric J. Holcomb**, by virtue of the authority vested in me as Governor of the State of Indiana, do hereby order that:

**1. Community Service Leave.** In accordance with Indiana Code § 35-44.1-1-3(f):

- (a) Each full-time State employee will be allowed leave with pay from their regular assigned duties, not to exceed 15 hours each calendar year (part-time employees will be allowed up to 7.5 hours), to voluntarily participate in activities that benefit another governmental entity, or an organization that is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code (hereinafter, a "charitable organization").
- (b) Further, the voluntary activities must not promote religion or attempt to influence legislation, governmental policy, or elections to public office.
- (c) To be eligible for leave with pay under this program, time worked must be verified in writing by the governmental entity or charitable organization.
- (d) To be eligible to participate in this program, the employee must be subject to the jurisdiction of the State Personnel Department or be employed by the State Police Department. Procedures for the administration of this program shall be adopted by the State Personnel Director.
- (e) Prior approval of the employing agency's Appointing Authority, or said Authority's designee, is required for use of this leave. The operational needs of the employing agency shall be considered in determining whether leave requests will be granted.
- (f) Once annually, state agencies may organize and participate in an agency-sponsored volunteer event that benefits another governmental entity or a charitable organization. Employee participation at any such event must be voluntary and shall not exceed 7.5 hours of State paid time. Time spent volunteering at agency-sponsored events shall count against the employee's maximum amount of allowable leave specified in Paragraph 1(a) hereof.
- (g) Any and all executive orders, or portions thereof, that are inconsistent with the foregoing, are hereby superseded.

**2. New Employee Personal Leave.**

- (a) Employees subject to the jurisdiction of the State Personnel Department or who are employed by the State Police Department, and who commence(d) their full-time employment, as applicable:
    - (i) after December 5, 2021, but before a date in the future when the State Personnel Director repeals [31 IAC 5-8-2](#)(d), shall be credited with 22.5 hours of personal leave;
    - (ii) between October 25, 2021, and December 5, 2021, shall be credited with 15 hours of personal leave;
- or

(iii) between September 8, 2021, and October 24, 2021, shall be credited with 7.5 hours of personal leave.

(b) The foregoing, however, does not apply to rehires.

(c) Further, the above-referenced personal leave hours shall be available for use, consistent with the current State Personnel Department Personal Leave Policy, Responsibilities & Procedures.

(d) Any and all executive orders, or portions thereof, that are inconsistent with the foregoing, are hereby superseded.

**IN TESTIMONY WHEREOF**, I, Eric J. Holcomb, have hereunto set my hand and caused to be affixed the Great Seal of the State of Indiana, on this 6th day of March, 2022.

Eric J. Holcomb  
Governor of Indiana

SEAL

ATTEST:      Holli Sullivan  
                    Secretary of State

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